

PLEASE RETURN THIS FORM AS SOON AS POSSIBLE

Step 1: Complete Section A & B

Step 2: Obtain the appropriate signatures – Section D

Step 3: Return the completed form to the Registry

Section A – Personal Information

Please write in **BLOCK CAPITALS**

Full Name:		Student number:	
School:	BUSINESS	Location:	
Course title: (e.g. MA in History)	CERT HE SKILLS FOR THE V	Mode of Attendance: (Please ✓)	Full-time ☒ Part-time ☐
Current year of study: (e.g. 1,2,3 etc)	1	Academic Year: (e.g. 10/11)	19/20
Start date:		End date:	

Section B – Course Upgrade

I wish to upgrade from

to:

Current course: (e.g. Postgraduate Diploma Theology) CERT HE SKILLS FOR THE WORKPLACE	Upgrade course: (e.g. MA Theology) BA LEADERSHIP AND MANAGEMENT SKILLS FOR THE WORKPLACE
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Section C – Student's signature

Signature:		Date:	
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Section D – School and Faculty authorisation

I confirm that this student is eligible to upgrade.

	School	Signature	Date
Programme co-ordinator:	BUSINESS	Marie Pitson	
Dean of Faculty:	BUSINESS	Brynach Heffernan	
Date upgrade agreed from:		Revised expected end date:	
Comments:			
PLEASE RETURN TO THE REGISTRY			

REGISTRY USE ONLY

Date received:	
Date of change to student record:	
Member of staff responsible for change:	

DYCHWELWCH Y FFURFLEN HON CYN GYNTED Â PHOSIBL

Cam 1: Cwblhewch Adran **A a B**

Cam 2: Ewch ati i gael y llofnodion priodol - Adran **D**

Cam 3: Dychwelwch y ffurflen wedi'i chwblhau i'r **Gofrestrfa**.

Adran A - Gwybodaeth Bersonol

Ysgrifennwch mewn PRIFLYTHRENNAU

Enw llawn:		Rhif Myfyriwr:	
Ysgol:		Lleoliad:	
Teitl y Cwrs: (e.e. MA mewn Hanes)		Patrwm mynychu: (Rhowch ✓)	Llawm amser ☐ Rhan amser ☐
Blwyddyn astudio gyfredol: (e.e. 1,2,3 ac ati)		Blwyddyn Academaidd: (e.e. 10/11)	
Dyddiad cychwyn:		Dyddiad terfyn:	

Adran B – Uwchraddio Cwrs

Hoffwn uwchraddio o

i:

Cwrs cyfredol:

(e.e. Diploma Ôl-raddedig Diwinyddiaeth)

Cwrs y dymunir uwchraddio iddo:

(e.e. MA Diwinyddiaeth)

Adran C – Llofnod y myfyriwr

Llofnod:		Dyddiad:	
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Adran D – Awdurdodiad yr Ysgol a'r Gyfadran

Cadarnhaf fod y myfyriwr hwn yn gymwys i uwchraddio.

	Ysgol	Llofnod	Dyddiad
Cydlynnydd Rhaglen:			
Deon y Gyfadran:			
Cytunwyd ar uwchraddiad o [dyddiad]:		Dyddiad gorffen disgwyliedig diwygiedig:	
Sylwadau:			
DYCHWELWCH Y FFURFLEN I'R GOFRESTRFA			

DEFNYDD Y GOFRESTRFA YN UNIG

Dyddiad derbyn:	
Dyddiad newid cofnod y myfyriwr:	
Aelod o staff yn gyfrifol am y newid:	